



CITY OF PORTSMOUTH, NEW HAMPSHIRE  
GOVERNANCE COMMITTEE

PUBLIC MEETING NOTICE  
MONDAY, MARCH 31, 2025 AT 11:00 A.M.  
Conference Room A  
City Hall Complex, 1 Junkins Avenue  
Portsmouth, NH 03801

*Members of the public also have the option to join the meeting over Zoom.  
(See below for more details)\**

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1. Welcome and Call to Order
  2. Roll Call
  3. Review and approval of the minutes of the March 10, 2025 meeting
  4. Report back on IT Integration
    - a. IT and HR Report Back on Coordination with Charter Departments
    - b. Report Back on Legal Authority and City Charter interpretation
    - b. Update from Finance on New Financial and Human Resources Software Coordination
  5. Administrative Code, Chapter 1 on City Department Structure
  6. City Council Encumbrance Policies
  7. Other Business
  8. Public Comment
  9. Announcements
  10. Adjournment

**\*Join Zoom Meeting**

**When: March 31, 2025 11:00 AM Eastern Time (US and Canada)**

**Register in advance for this meeting:**

**<https://us06web.zoom.us/meeting/register/ZzjxzBXUSAarSFhzewjpHQ>**

**After registering, you will receive a confirmation email containing information about joining the meeting.**



CITY OF PORTSMOUTH, NEW HAMPSHIRE  
GOVERNANCE COMMITTEE  
MEETING MINUTES

Monday, March 10, 2025  
Conference Room A  
City Hall Complex, 1 Junkins Avenue  
Portsmouth, NH

1. **Welcome and Call to Order:** The meeting was called to order at 11:03 a.m.
2. **Roll Call:**  
Councilor Katherine Cook; Councilor Vincent Lombardi; and Councilor John Tabor were present. Assistant Mayor Joanna Kelley was absent.  
  
Staff: Suzanne Woodland, Deputy City Manager / Regulatory Counsel, (DCM Woodland) was present via Zoom and Jane Ferrini, Senior Assistant City Attorney (Attorney Ferrini) was present.
3. **Review and Approval of the Minutes of the February 24, 2025 meeting:** Councilor Tabor moved to accept the minutes of the February 24, 2025 meeting. Seconded by Councilor Lombardi. All in favor. The motion was approved.
4. **Review of City Council policies relative to encumbrances:** Attorney Ferrini presented a chart of City Council encumbrance policies which also included a color-coded reference to the relevant City ordinance. Discussion ensued regarding several types of encumbrances and factors when the term of permit would necessitate an application for a license, i.e., a short-term project evolves into a long-term project. Councilor Tabor asked if license approvals were appropriate for the City Council to approve or if they were more of an administrative function. Also, Councilor Cook spoke of some complaints she received about people getting around the rules to avoid paying for permits and suggested including language on permits and licenses applications that would address consequences for abuse of policies, but to also have an appeal process. DCM Woodland said that she would speak with departments in the City to gather relevant data and possible revisions to the encumbrance process which were discussed during the meeting. Ensuing parking issues in residential and congested areas of the City due to construction workers was discussed. Attorney Ferrini suggested changing the designee to the City Manager for projecting sign encumbrances. Councilor Cook suggested revising the sign encumbrance to accommodate for temporary signage, such as flags specifically for one day or evening special events on private property. Discussion also ensued about food trucks or otherwise vending from a parking space or on municipal property.
5. **Public Comment:** None
6. **Announcements:** The next Governance Committee meeting will be scheduled for Monday, March 31, 2025 at 11:00 a.m.

7. **Adjournment:** Motion by Councilor Tabor to adjourn the meeting, seconded by Councilor Lombardi. All in favor. Motion was approved. Meeting adjourned at 12:23 p.m.

DRAFT Meeting Minutes prepared by:  
Barbara Zulkiewicz

Minutes approved: \_\_\_\_\_

DRAFT





	A	B	S	T	U	V	W	X	Y	Z
1	Department	Job Title	Security and Access Control	Channel 22	Audio Visual	Perform Arts Light Sound	Software	Vetting - Student Data Privacy	Student Information System Mgmt	Reporting State & Fed
2										
3	IT	CIO					X			
4		Engineer	X				X			
5		Technology Director	X	X	X					
6		Producer		X	X		X			
7		Software Solutions Director					X			
8		Sr. Support Specialist			X		X			
9		Support Specialist			X		X			
10		Technology Instructor					X			
11										
12	Police	IT Manager	X		X		X			X
13		Technician	X		X		X			X
14										
15	School	IT Manager	X					X		
16		System Administrator					X			
17		Assistant System Admin					X			
18		Database Admin					X		X	X
19		Assistant Database Admin					X		X	X
20		IT Technician					X			
21		IT Technician					X			
22		Media Technician			X	X	X			

	A	B	AA	AB	AC	AD
1	Department	Job Title	Proactive network monitoring	Device Setup and Support	User Support and Instruction	Student and Special Education
2						
3	IT	CIO				
4		Engineer	X			
5		Technology Director			X	
6		Producer		X	X	
7		Software Solutions Director		X	X	
8		Sr. Support Specialist		X	X	
9		Support Specialist		X	X	
10		Technology Instructor		X	X	
11						
12	Police	IT Manager	X	X	X	
13		Technician	X	X	X	
14						
15	School	IT Manager	X			X
16		System Administrator		X		X
17		Assistant System Admin		X		X
18		Database Admin			X	X
19		Assistant Database Admin		X	X	X
20		IT Technician		X	X	X
21		IT Technician		X	X	X
22		Media Technician			X	

	A	B	C	D
1		<b>Software Name</b>	<b>Vendor Name</b>	<b>Purpose</b>
2	City IT Department			
3		<b>Administration</b>		
4		O365 Enterprise Version Microsoft	Microsoft	Email/Identity/Productivity
5		Adobe Acrobat, Photoshop	Adobe	Communications Dept
6		Avatar Animal Lic	Avatar	Animal Licensing
7		Avatar Motor Vehicle	Avatar	MV Registration
8		AWS Amazon Web Services	Amazon	Cloud Hosting
9		Ccure Allied	Allied	Door Access Security
10		Cognos Analytics	IBM - Central Square	Finance
11		Criterion	Criterion	Recruiting/Applicant Tracking System
12		CrowdStrike	CrowdStrike	Endpoint Detection/Response
13		Datto RMM	Kaseya	Remote Monitoring and Management
14		Datto/Spanning Backups	Kaseya	Data backup
15		DebtBook	DebtBook	Finance
16		Duo	Duo	MFA remote access
17		EI-ISAC pollbooks	EI-ISAC	Voting Poll Books
18		Election Solution - Data Cloud Solution	KnowInk Innov. Election Solutions	Voting
19		Flashvote	Gov Sciences Group	Communications Dept
20		Food Code Pro	Relavent	Health
21		FreshService	FreshService	Ticket System Work Tracking
22		GFI Archiver	GFI	Email archive
23		GrowLab	GrowLab	CRM Economic Dev
24		IMC-FMS Clean Energy smart stack	Clean energy smart stack	Fire
25		IT Glue	Kaseya	Knowledgebase
26		JAMF	JAMF	Mobile Device Remote Mgmt
27		Keeper	Keeper	Password manager
28		Knowbe4	KnowBe4	Cyber Training
29		Maas360 - MDM	IBM / MacEdge	Council/Board iPad Mgmt/Document distribution
30		Mailchimp	MailChimp	Bulk Email - Communications Dept
31		Microsoft Azure Cloud Services	Microsoft	Cloud Hosting
32		MS Defender	Microsoft	Email protection
33		MyRec	MyRec	Recreation Dept
34		NH General Asst Program	Seacoast Computing	Welfare
35		NHVRIN - NH Vital Records system	NH Vital records	State Certificates
36		OpenGOV	OpenGov	Permitting/Licensing
37		OpenGOV	OpenGov	Procurement
38		Pantheon/Bowst City Website	Pantheon / Bowst	City website
39		Pentamation (Finance Plus)		Finance system
40		PowerDMS	NEOGOV	Policy/SOP Repository
41		PRTG	PRTG	Network monitoring
42		Saffire Drug Library Editor	Eitan Medical	Fire
43		SendGrid	SendGrid	Email - City Website
44		Stone Hill Cash Receipts	Stone Hill	Over the Counter Cash
45		Stone Hill MTS Capital Assets	Stone Hill	Finance
46		Stone Hill PKINT 2	Stone Hill	Finance - EMP interface with UKG
47		Stone Hill Portpay, Asset Mgmt	Stone Hill	Finance
48		Stone Hill Property Tax Billing	Stone Hill	Finance
49		SunGard Pentamation - Finance Plus	SunGard	Finance system
50		SVRS	Voter registration	Voter registration system
51		Tenable	Tenable	Cyber Vulnerability Mgmt
52		Vision CAMA	Vision	Assessing
53		VMWare	Dell	VM Management
54		Westlaw High Q	Westlaw	Legal Case Mgmt
55		Zoom	Zoom	Conferencing
56				
57		<b>DPW</b>		
58	AppGeo	MapGeo	GIS Viewer	
59	ArcGIS	ArcGIS	GIS Mapping	
60	AutoTurn		Vehicle Swept Path Analysis	
61	BlueBeam	BlueBeam	PDF PM software	
62	Cale		Parking system	
63	Cardinal Tracking	Cardinal Tracking	Parking - Ticketing	
64	Cat SIS Diagnostics		Caterpillar Service Information System	
65	DLT Solutions	Auto CAD	AutoCAD	
66	EB2GOV	Interware	Recycling Center Payments	
67	Edifice	Northern Data (NDS)	Water/Sewer Billing	
68	ESRI	ESRI	Mapping/Data Analytics	
69	Ford Diagnostics	Ford	Vehicle maintenance	
70	IPS		Network intrusion detection	
71	IPS	IPS	Single Space Meters	
72	Last Pass	LastPass	Password safe	
73	Mac Truck Diagnostics	Mack	Vehicle maintenance	
74	Mitchell 1		Shop Management	
75	MTS Cabling	Carlson	Cabling	
76	NearMap	NearMap	High Res aerial imagery	
77	ParkMobile	ParkMobile	Parking - Mobile App	
78	Rotundra	Ford IDS	Vehicle diagnosis and service	

	A	B	C	D
1		<b>Software Name</b>	<b>Vendor Name</b>	<b>Purpose</b>
79		RTA	RTA	Fleet Maintenance
80		SCADA		Monitor and control water/sewer
81		SeeClickFix	ClickFix	Citizen issue reporting
82		Smarking		Parking analysis
83		Stealth Meter Read	Zenner	Water/Sewer
84		TIBA	TIBA	Parking - Garages
85		UKG	Kronos	Timekeeping
86		Voltrek	Voltrek	EV Stations
87		VueWorks Data Transfer Solutions	VueWorks	GIS Asset Mgmt
88		Wayne IX Fuel System	Wayne	Fuel management
89		WinCan	WinCan	Sewer Inspection Van
90		WindCave	WindCave	Parking Transaction fees
91		Zephire	Zephire	Parking - Online Parking Leases
92				
93		<b>Library</b>		
94		Assabet Interactive	Assabet Interactive Technologies	Museum passes
95		Asset Tiger	Asset Tiger Technologies	Asset tracking (checkin/checkout)
96		Baker & Taylor portal	Baker and Taylor	Cataloging software
97		Cassie	Cassie	Learning technology
98		DeepFreeze	Faronics	Public access security
99		Dreamhost	Dreamhost Technologies	URL and hosting
100		Koha	Koha Technologies	Open source, Library pays for hosting and support
101		Library Solution	Library Solution Technologies	Collection development, acquisitions, fund mgmt
102		Mailchimp	Mailchimp Technologies	Email Automation platform
103		OCLC worldcat visibilty, ezproxy, OCLC cata	OCLC worldcat visibilty, ezproxy,	OCLC cataloguing Technologies
104		Slack	Slack Technologies	Collaboration
105				
106	<b>Police IT Dept</b>			
107		0365 Government Version	New Era (Microsoft)	Email, Office apps E3 License
108		911 Convoy	911 Convoy	Language Translations services
109		AFIS	Idemia	Fingerprinting
110		Airdata UAV	Airdata UAV	For drones
111		All Traffic Solutions	All Traffic Solutions	Traffic App
112		Allied Securadyn	Securadyn Allied	Badging software
113		Allied Securadyn	Securadyn Allied	Door Access Security / Panic Alarms
114		Amazon Docs	Amazon	Amazon Docs
115		Apple (B of A)	Apple (B of A)	FaceApp/Face Editor
116		ATT Firstnet	ATT	Cell phone management/Cell Phone Devices
117		Axon	Axon	Body Camera
118		Axon	Axon	Tasers
119		Bluehost (B of A)	Bluehost (B of A)	Host NHICAC.ORG
120		Callyo	Callyo	Undercover recording
121		Canva	Canva	Photo editor
122		Case Cracker	Case Cracker	Interview room recording
123		Cisco	Cisco	DNS Monitoring
124		Docuphase	Docuphase	Electronic doc management
125		Exacom	Exacom	Phone Recording
126		Exacq	Exacq	Camera Surveillance system
127		FirstDue	FirstDue	Fire interface with CAD Data
128		FoxIT	FoxIT	Foxit PDF & Yearly E-Sign
129		Generator connection	Generator connection	Radio equipment at water towers
130		Grayshift	Grayshift	Computer forensics ICAC
131		Grayshift	Grayshift	Forensic tool
132		Griffeye	Griffeye	Digital investigation
133		IACP	IACP	Policies and standards
134		Iam Responding	Emergency Services	Paging service
135		ICD Soft	ICD Soft	Domain host
136		Lansweeper	Cleverbridge (Lansweeper)	Asset management
137		LastPass	LastPass	Password manager
138		Linx	Linx	Navy Linx intelligence interface w IMC CAD
139		Magnet Forensics	Magnet Forensics	Digital investigation
140		Microsoft	New Era Technology	Firewall Console
141		Microsoft InTune	New Era Technology	End point management
142		MimeCast	New Era (Mimecast)	Email security
143		Motorola	Motorola	Radios
144		Mutual Link	Mutual Link	Communication w Military/Banks/Hospitals
145		Noptic	Noptic	Camera Night Vision Surveillance
146		Nutanix	Nutanix	Data, storage, flexibility and recovery
147		PackTrack	PackTrack	K9 Handler
148		PBK	PBK	Interface w/ Central Square
149		Police App	Police App	Job candidate app
150		PowerDMS	PowerDMS	Law enf accreditation - CALEA
151		PowerDMS	PowerDMS	Policy management
152		PTRG	New Era Technology	Network monitoring
153		Radiotronics	Radiotronics	AceK9 Watch dog service
154		Rave	Rave	E911 Notification system
155		Samsung	Teletechniques	Phone system
156		Secure Watch 24	Secure Watch 24	license plate reader-Software (ADV)
157		Sentinal One	New Era Technology	Malware protection

	A	B	C	D
1		<b>Software Name</b>	<b>Vendor Name</b>	<b>Purpose</b>
158		Sonic Wall (Dell)	Sonic Wall (Dell)	Anti Malware
159		Sonic Wall (Dell)	Sonic Wall (Dell)	Anti Malware/Intrusion Prevention
160		Sonic Wall (Dell)	Sonic Wall (Dell)	Secure WIFI Mngm
161		Sonicwall	Sonicwall	Firewall
162		SPOTS	OpenFox	Criminal/MV history
163		SysTools Inc (B of A)	SysTools Inc (B of A)	MBOX Viewer Pro Plus
164		Target (Vector) Solutions	Target (Vector) Solutions	Employee evaluations/displine/accommodations
165		Target (Vector) Solutions	Target (Vector) Solutions	Personnel/Training/Equip Track
166		Target Solutions	Target (Vector) Solutions	Scheduling/Attendance
167		Tenable	Tenable	Cloud security platform
168		Texty NH911	Texty	Texty 911
169		Tritech (Central Square)	Tritech (Central Square)	CAD/RMS
170		Tritech (Central Square)	Tritech (Central Square)	Community Pack
171		Tritech (Central Square)	Tritech (Central Square)	Axon Interface
172		Tritech (Central Square)	Tritech (Central Square)	PBK interface
173		Tritech (Central Square)	Tritech (Central Square)	Cross Agency database
174		Tritech (Central Square)	Tritech (Central Square)	Booking Mugshot Interface
175		Tritech (Central Square)	Tritech (Central Square)	NH 911 Ani/Ali Interface
176		Tritech (Central Square)	Tritech (Central Square)	Crimeview Analytics
177		Tritech (Central Square)	Tritech (Central Square)	CAD/RMS
178		Tritech (Central Square)	Tritech (Central Square)	Crime View
179		Tritech (Central Square)	Tritech (Central Square)	AFIS Interface
180		Tritech (Central Square)	Tritech (Central Square)	Cross Agency Sharing
181		Tritech (Central Square)	Tritech (Central Square)	Booking Mugshot Interface
182		Tritech (Central Square)	Tritech (Central Square)	NH 911 Ani/Ali Interface
183		Veeam	New Era (Veeam)	Backup solution
184		Zoom	Zoom	Meeting conferences
185				
186	<b>School Department</b>			
187		NHSEIS	NHSEIS	Active learning and formative assessment
188		Reflex Math	Reflex Math	Adaptive math tool
189		Chief Architect	Chief Architect - Education License	Architecture class software
190		Alldata	Alldata	Automotive instruction
191		Electude	Electude	Automotive instruction
192		SysCloud - Education License	SysCloud - Education License	Backup software
193		Veeam - Education License	Veeam - Education License	Backup software
194		GoGuardian	GoGuardian	Chromebook management
195		Google Classroom	Google Classroom	Classroom management and assignments
196		Xello	Xello	College and career readiness
197		Naviance	Naviance	College tool
198		MIT App Creator	MIT App Creator	Computer programming class
199		Replit	Replit	Computer programming class
200		Canon Uniflow	Canon Uniflow	Copy and print management
201		EdPuzzle	EdPuzzle	Create video lessons
202		Adobe Creative Cloud	Adobe Creative Cloud - Education	Creative online tool
203		Cengage	Cengage	CTE software
204		Cyberhoot	Cyberhoot	Cybersecurity Training
205		Inception Technologies Docuware	Inception Technologies Docuware	Digital archive system
206		EquatIO	EquatIO	Digital Math tool
207		Reach Media	Reach Media	Digital Signage management
208		Pandadoc	Pandadoc	Digital signature management
209		CK-12	CK-12	Digital textbook resources
210		BrainPop	BrainPop	Educaton videos
211		Google Workspace for Education Plus	Google Workspace for Education	Email, productivity, collaboration, cloud drive suite
212		BitDefender	BitDefender	Endpoint anti-malware
213		Operations Hero	Operations Hero	Facilities and Maintenance help desk system
214		Heartland Payment Systems	Heartland Payment Systems	Food service software
215		Group Gator	Group Gator	Group email management
216		Incident IQ	Incident IQ	Help desk and inventory system
217		Vocabulary	Vocabulary	Improve vocabulary
218		EBSCO Information Services	EBSCO Information Services	Library Database
219		Koha	Koha	Library management system
220		Amplified IT	Amplified IT	Management tool
221		Mosyle	Mosyle	Mobile device management / software deployment
222		LibreNMS	LibreNMS	Network monitoring
223		Kahoot	Kahoot	Online interactive quiz
224		IXL Learning	IXL Learning	Online learning
225		Renaissance Learning	Renaissance Learning	Online learning
226		Quizlet	Quizlet	Online quiz tools
227		Swank	Swank	Online video license tool
228		Microsoft Suite	Microsoft Academic License	OS, Office suite, Entra, InTune, and Azure tools
229		ParentSquare	ParentSquare	Parent communication
230		LoggerPro	LoggerPro	Science graphing software
231		Screencastify	Screencastify	Screen video capture software
232		SRFax	SRFax	Secure online fax system
233		Avigilon	Avigilon	Security camera and access control system
234		Ninite Pro	Ninite Pro	Software deployment
235		Pearson Education	Pearson Education	Special education software
236		WIAT	WIAT	Special education test software
237		Frontline Technologies	Frontline Technologies	Staff information and prof development mgmt

	A	B	C	D
1		<b>Software Name</b>	<b>Vendor Name</b>	<b>Purpose</b>
238		Infinite Campus	Infinite Campus	Student Information System
239		NHSEIS	NHSEIS	Student Services records and management
240		Enriching Students	Enriching Students	Success Block Student scheduling software
241		Typing	Typing	Typing tutor
242		Zoom	Zoom	Video conference
243		WeVideo	WeVideo	Video sharing
244		Vmware - Academic License	Vmware - Academic License	Virtualization software

City HR	PD	School	Fire
Applicant Tracking System			X
Recruitment and Selection			X
Background Checks		X	X
Benefit Administration	X	X	X
Onboarding	X	X	X
Leave Management	X	X	X
Labor Relations	X	X	X
Policies			X (Where Applicable)
Policy Management (PowerDMS)			X
Risk Management-Property and Liability	X		X
Workers Compensation	X	X	X
Negotiations	X	X	X
Employee Concerns	X (Where Applicable)	X (Where Applicable)	X (Where Applicable)
Offboarding	X	X	X
Salary Schedules	X		X